

February 5, 2003: This document contains an Administrative Change to bring up-to-date the process listing (JDPs) on Page 21. No other changes were made.

**CAPE CANAVERAL SPACEPORT**

**KENNEDY SPACE CENTER**  
**&**  
**CAPE CANAVERAL AIR FORCE STATION**

**CONSOLIDATED COMPREHENSIVE**  
**EMERGENCY MANAGEMENT PLAN**

**(CCEMP)**

## FORWARD

The Consolidated Comprehensive Emergency Management Plan (hereafter referred to as CCEMP) establishes uniform policy guidelines for the effective mitigation of, preparation for, response to, and recovery from a variety of emergency situations. These emergency situations, created by natural and technological hazards, could have a varying degree of impact on the health, safety, and welfare of employees and visitors to Kennedy Space Center (KSC), Cape Canaveral Air Force Station (CCAFS), and Florida Annexes. To ensure continuity of operations, the application of the provisions of the CCEMP will be executed by responding organizations through the Incident Management System (IMS).

The CCEMP is divided into two major parts. The first part is the Basic Plan and contains the uniform policy guidelines. The second part consists of a series of Joint Documented Procedures (JDP's) which are listed on page 21.

The CCEMP is applicable to all NASA, Air Force, and NASA/Air Force Contractor organizations and to all other Government agencies located at KSC, CCAFS, and Florida Annexes. KSC/45<sup>TH</sup> Space Wing functions assigned to installations other than KSC/CCAFS shall comply with the host facility emergency procedures.

This plan is designed to be supplemented by other emergency plans, standard operating procedures, or checklists as required by all Emergency Response Elements. All associated emergency plans, SOP's, and/or checklists will be controlled in accordance with each Emergency Response Element's document control procedures. All records associated with the effective mitigation of, preparation for, response to, and recovery from emergency situations will be maintained in accordance with each Emergency Response Element's record control procedures.

This plan is unclassified and will be reviewed at least annually. The Center Director and 45th SW Commander will approve changes to policy reflected in the CCEMP. The NASA KSC Director of Spaceport Services and the 45th SW Support Group Commander will approve changes in procedures to the JDP's. Minor administrative changes that do not affect policy may be made with the approval of the NASA and Air Force technical representative, and Cape Canaveral Spaceport Management Office IPT lead. Send comments for improving the plan to the Office of Primary Responsibility, J-BOSC Emergency Preparedness (MU-RPI 5004).

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## **SECURITY INSTRUCTIONS**

1. **TITLE** This document is the Cape Canaveral Spaceport Consolidated Comprehensive Emergency Management Plan (CCEMP).
2. **CLASSIFICATION** The overall classification is unclassified.
3. **REPRODUCTION LIMITATIONS** Reproduction of this plan in whole/part is authorized as required for planning and operational purposes only. CCSMO Emergency Preparedness Integrated Product Team (EP-IPT), or J-BOSC Emergency Preparedness must authorize any other reproduction.
4. **USE OF NICKNAMES, CODE WORDS, AND EXERCISE TERMS** There are no nicknames or code words associated with this plan.
5. **SPECIAL ACCESS REQUIREMENTS** None
6. **BRIEFING AND DEBRIEFING REQUIREMENTS** In the event classified material is involved when using this CCEMP, sufficient physical security will be required, IAW DOD 5200.1-Rand AFI 31-401, as supplemented.
7. **PUBLIC AFFAIRS ISSUES** At CCAFS public affairs issues will be handled in accordance with AFI 35-101 and at KSC, public affairs issues will be handled by NASA Public Affairs.

## **ACRONYMS AND ABBREVIATIONS**

AF	-Air Force	KHB	-Kennedy Handbook
AFI	-Air Force Instruction	KMI	-Kennedy Management Instruction
AFMAN	-Air Force Manual	KSC OMI	-Operations Maintenance Instruction
CCAFS	-Cape Canaveral Air Force Station	LC	-Launch Complex
CCAFS/CC	-Cape Commander	LDCG	-Launch Disaster Control Group
CCEMP	-Consolidated Comprehensive Emergency Management Plan	LDCG/CC	-LDCG Commander
CCSMO	-Cape Canaveral Spaceport Management Office	LEPC	-Local Emergency Planning Committee
CD	-Center Director (KSC)	LGSF	-Logistics Supply Fuels (CCAFS)
CES	-Civil Engineering Squadron	NEPO	-NASA Emergency Preparedness Office
CEV	-Environmental Management Flight	NMI	-NASA Management Instruction
CFR	-Code of Federal Regulations	NPG	-NASA Procedures Guide
CSS	-Contingency Support Staff	NRC	-Nuclear Regulatory Commission
CTC	-Chief Test Conductor	NTD	-NASA Test Director
DOD	-Department of Defense	OPA	-Oil Pollution Act of 1990
EHS	-Environmental Health Services	OPLAN	-Operations Plan
EMO	-Environmental Management Officer	OSHA	-Occupational Safety & Health Administration
EMS	-Emergency Medical Services	PA	-Public Affairs
EMT	-Executive Management Team (KSC)	PAFB	-Patrick Air Force Base
EOD	-Explosive Ordnance Disposal	SE	-Wing Safety
EPA	-Environmental Protection Agency	SGSDO	-SGS Duty Office
EPPC	-Emergency Preparedness Planning Committee.	SSO	-Senior Security Officer
ESC	-Environmental Support Contractor (CCAFS)	STM	-Shuttle Test Manager
FEMA	-Federal Emergency Management Agency	USAF	-United States Air Force
HAZMAT	-Hazardous Material	USCG	-United States Coast Guard
HC	-Military Chaplain	VITC	-Visual Information Technical Contractor
IAW	-In Accordance With	WOC/CP	-45 SW Operations Center/Command Post
IC	-Incident Commander	45 SW	-45th Space Wing
IMS	-Incident Management System	45 SW/CC	-45 Space Wing Commander
JA	-45 SW Judge Advocate	45 SW C/P	-45 SW Command Post
J-BOSC	-Joint Base Operations Support Contract		
JCCC	-Joint Communications Control Center		
JDP	-Joint Documented Procedure		

## **KSC/CCAFS CCEMP** **EXECUTIVE SUMMARY**

### **1. Introduction**

The Cape Canaveral Spaceport Consolidated Comprehensive Emergency Management Plan (CCEMP) addresses planning and operational procedures to control, mitigate, respond, and recover from local threats and disasters. The CCEMP establishes uniform policy guidelines for response to major emergencies where numerous emergency response forces and supporting agencies are involved. Supporting forces may include inherent contractor personnel, local Brevard County forces, State of Florida and Federal Government agencies and personnel.

The CCEMP combines NASA and CCAFS requirements into a single document. Other related emergency response directives; Federal and State statutory and regulatory requirements and recommended guidelines are either incorporated into the CCEMP or referenced. The CCEMP supersedes KHB 1040.1, KSC Comprehensive Emergency Preparedness Plan, 45 SW Operations Plan 32-1, Volume II, Disaster Preparedness Operations Plan, and Annex I to OPlan 32-2, 45 SW Hurricane Plan. The CCEMP consolidates their respective directives and guidance, as revised herein, into a single joint operational plan. Resource Conservation and Recovery Act (RCRA) requirements will be accomplished by the directives listed in the respective permits issued to KSC/CCAFS (OPLAN 32-3 and [KHB 8800.6](#)).

The CCEMP applies to all NASA and CCAFS contractor and sub-contractor organizations, USAF and NASA personnel and other federal agencies and contractors operating within the boundaries of CCAFS and KSC. The CCEMP establishes basic responsibilities, by agency, for response to major emergencies. The CCEMP does not dictate agency specific procedures and tactics, but does, however, specify certain basic roles during major emergencies. Accordingly, each agency with an emergency response role will write supporting processes or procedures to supplement the CCEMP.

### **2. Purpose**

The CCEMP establishes procedures to respond to major emergencies and to minimize the loss of life, equipment, facilities, and operational capability caused by natural or technological disasters. Basic goals employed by the CCEMP include the following:

- A. Reduce the vulnerability of employees and visitors to injury and loss of life resulting from natural and technological disasters.
- B. Train and equip sufficient emergency response forces and agencies to efficiently cope and recover from natural and technological disasters.
- C. Protect high value resources, systems, facilities, and flight hardware from natural and technological disasters.
- D. Limit the extent of damage, prevent adverse public relations and return to normal operations as soon as possible after a natural or technological disaster.
- E. Combine emergency response elements into a single response force eliminating duplication of effort and improving efficiency of operations.

### **3. Scope**

- A. Implementation of the procedures set forth in the CCEMP will be considered when the emergency is likely to be beyond the mitigation and response capability of responding forces or has the potential to become a large scale disaster.
- B. The Incident Management System (IMS) will be employed as the structure for command, control, coordination, and recovery for major emergencies on KSC and CCAFS. This includes initial reporting and dispatch from a Joint Communications Control Center (JCCC) followed by activation of an Emergency Operations Center (EOC).
- C. Agencies with specific emergency response roles are identified throughout the CCEMP. Detailed agency plans and checklists will be developed where necessary and will be consistent with this CCEMP.
- D. Recovery actions and priorities will be developed once the emergency phase is terminated and in conjunction with damage assessment and Accident/Mishap Investigation Board proceedings, if applicable.

### **4. Planning Threats**

- Hurricanes
- Severe weather (tornadoes, hail, damaging winds)
- Facility fires
- Explosions/fires
- Rocket/STS catastrophic aborts
- Radiological emergencies
- Aircraft accidents
- Wildfires
- Oil spills
- Hazardous materials spills
- Mass casualty emergencies
- Weapons of Mass Destruction
- Loss of Utilities

### **5. Phases of Emergency Management**

This CCEMP follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard specific. The CCEMP accounts for activities before and after as well as during emergency operations; consequently, all phases of emergency management are addressed as shown below.

#### **A. Mitigation**

Through risk assessment and prevention measures, mitigation activities are those that prevent the occurrence of an emergency or reduce the Spaceport's vulnerability in ways that minimize the adverse impact.

## B. Preparedness

Preparedness activities develop the necessary and critical response capabilities needed before an emergency event arises. Planning and training prior to an emergency are among the activities conducted under this phase.

## C. Response

Response includes the actions taken by emergency services during an incident or crisis. These activities help to reduce casualties, damage, and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

## D. Recovery

Recovery is both a short and long-term process. Short-term operations restore vital services to the Spaceport. Long-term recovery restores the Spaceport to normal operations. The recovery period is also an opportune time to institute mitigation measures; those related to current and future emergencies. Examples of recovery actions would be restoration of vital Government services, reconstruction of damaged areas, and temporary relocation of offices disrupted due to structural damage.

# 6. Training and Exercises

The J-BOSC Emergency Preparedness Office will coordinate the training, scheduling, and conduct of integrated emergency preparedness exercises with CCAFS, KSC, PAFB, DOD, local, State, and Federal organizations involved in similar activities. On KSC the NASA Emergency Preparedness Officer will chair the Emergency Preparedness Planning Committee (EPPC) for installation level guidance on training and exercise development. Representatives from each Directorate will make up the membership of the committee. The committee shall meet at least annually to plan training exercises for the emergency response elements. The Shuttle Processing Directorate is responsible for establishing and administering the Emergency Evacuation Training Advisory Group (EETAG), which performs exercises, training, and assessments of evacuations in hazardous facilities and other significant facilities associated with flight hardware processing. The KSC/CCAFS Fire Department is responsible for performing evacuation drills on all facilities other than hazardous operations facilities that are occupied by 10 or more personnel. Managers are responsible to ensure that each employee participates in a drill at least annually and that their participation is documented. The JBOSC Emergency Preparedness office advises and participates in the EETAG and EPPC process.

A viable exercise program is an essential component of any effort to fully train emergency personnel on their duties and responsibilities when a disaster occurs. It is crucial that individuals who are charged with responding to emergencies are required to "experience" a disaster under conditions as realistic as possible before any actual event. The purpose of exercising is to improve the preparedness posture of the organizations involved. Such preparedness will result in the reduction of loss of life and property when a disaster occurs. To improve capability to respond, and to exercise plans, the following types of emergency exercise activities may be administered on KSC and CCAFS:



**ORIENTATION SEMINAR**: This type of exercise provides information to participants about roles, relationships, and responsibilities. It is usually multi-format and non-stressful. It can apply corrective actions resulting from actual events or other exercises.

**DRILL**: This type of exercise is used to practice a single activity, such as a building evacuation, activation of EOC, or a timed fire response. It is normally used to develop skills, or to correct processes or procedures.

**TABLETOP EXERCISE**: This is a non-stressful problem-solving exercise to work out details of generalized operations. It applies to multifunctional agencies or organizations and is an inexpensive way to exercise this plan and response element.

**FUNCTIONAL EXERCISE**: Requires understanding of roles, responsibilities, and operations. Usually stressful; requires extensive preparation and a team approach for conduct and evaluation. It also involves direction and control functions, and some degree of EOC activation. Examples are: evaluating Incident Command, evaluating communications, evaluating rescue tactics and procedures, etc.

**FULL-SCALE EXERCISE**: Requires extensive preparation and exercise team training. It is usually time sensitive and stressful. A full-scale exercise adds field response units to several previously evaluated functions. This type of exercise is the ultimate activity for preparing all elements to function in a real emergency or disaster.

Guidance Documents

- A. Executive Order 1214B, Section 2-101, Federal Emergency Preparedness
- B. [Executive Order 12472, Telecommunications Emergency Preparedness](#)
- C. [Executive Order 12656, Assignment of Emergency Preparedness Responsibilities](#)
- D. [Oil Pollution Act of 1990/\(OPA-90\) Public Law 101.380 dated 18 Aug 90](#)
- E. Federal Radiological Emergency Response Plan
- F. [DODD 5030.41, Oil and Hazardous Substances Pollution Prevention and Contingency Program.](#)
- G. Emergency Response Plan for the Highway Transportation of Dinitrogen Tetroxide
- H. [OSHA, Title 29 CFR Part 1910, Section 1910.134 "Respiratory Protection"](#)
- I. [OSHA Hazardous Waste Operations and Emergency Response, 29 CFR Part 1910, Section 1910.120 \(q\), Emergency Response to Hazardous Substance Releases.](#)
- J. [33 CFR 154, Response Plans, U.S. Department of Transportation \(Coast Guard\)](#)
- K. [40 CFR 112, Oil Pollution Prevention, U.S. Environmental Protection Agency](#)
- L. [NPD 8710.1, NASA Emergency Preparedness Program](#)
- M. [NPD 3000.1, Management of Human Resources](#)
- N. [NPG 8715.2 NASA Emergency Preparedness Program Guidance](#)
- O. Kennedy Documented Procedures – KSC Business Systems  
Web Site Location: <http://businessworld.ksc.nasa.gov/>
- P. [KHB 1860.1, KSC Ionizing Radiation Protection Program \(as revised\)](#)
- Q. [KHB 1860.2, KSC Non-Ionizing Radiation Protection Program \(as revised\)](#)
- R. [KSC OMI S0007VL4](#)
- S. AFI 32-4001, Emergency Preparedness Planning & Operations
- T. AFI 32-4002, Hazardous Material Emergency Planning
- U. AFI 10-802 Military Support to Civil Authorities
- V. AFMAN 32-4004, Emergency Response Operations
- W. AFMAN 32-4005, Personnel Protection and Attack Actions
- X. AFI 91-204 Investigating & Reporting U.S. Air Force Mishaps
- Y. 45 SWI 40-201, Radiation Protection Program
- Z. 45 SW Oplan 32-2 Hurricane Operations
- AA. 45 SW Oplan 32-3, Vol. I, Hazardous Materials Response
- BB. 45 SW Oplan 32-3, Vol. III A, CCAFS Oil Spill Contingency Plan
- CC. 45 SW Oplan 32-3, Vol. III B, CCAFS Emergency Response Action Plan
- DD. OPNAVINST 5090.1B, Environmental Protection and Natural Resources Manual.
- EE. [Florida Statutes, Chapter 252, Emergency Management](#)
- FF. [Florida Statutes, Chapter 376, Pollutant Discharge Prevention and Removal.](#)
- GG. [Florida Administrative Code, Chapter 62-N-16, Pollutant Discharge Act](#)

**BASIC PLAN**

## 1. **Situation.**

Technological emergencies, natural disasters, or hostile attacks could jeopardize the operational capability of KSC, CCAFS, and Florida Annexes. The primary threats from technological emergencies are incidents involving missile and space flight hardware, toxic and cryogenic fuels and oxidizers, explosives, pyrotechnics, high-pressure gas systems, spacecraft, vehicle hardware, radiological materials, errant launch vehicles, aborts, oil spills, transportation emergencies, and aircraft accidents. The majority of technological emergencies will most likely be the result of processing missile and/or space launch vehicle hazardous materials, components, or systems. These activities take place on active launch complexes, hazardous assembly areas, checkout facilities, shuttle landing facility and skid strip or liquid and solid propellant/ordnance storage areas. The primary threats from natural disasters are hurricanes, tropical depressions and storms, tornadoes and severe thunderstorms, high winds, flooding, and wildfires. Strategic attack upon the continental United States is highly unlikely. Planning and response operations for a wide variety of contingencies requiring Security Force response are identified in the Security Operations Plan. This includes, but is not limited to, civil disturbances, bomb threats, hostage or hijack situations and violence in the workplace.

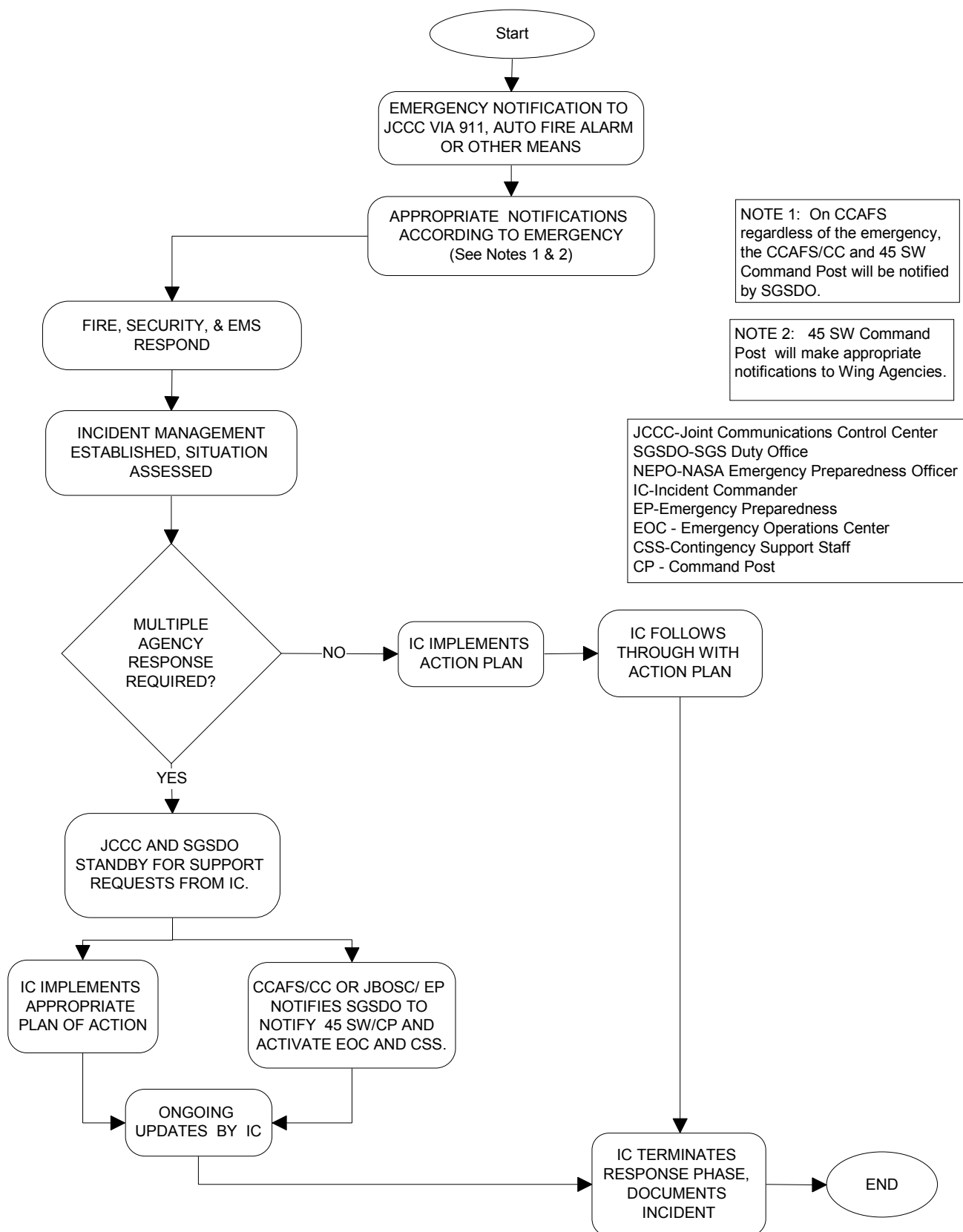
## 2. **Assumptions.**

- A. Major incidents may occur on KSC, CCAFS, and Florida Annexes exposing employees and visitors to various hazards and possibly causing extensive damage and casualties.
- B. Natural disasters can cause major disruptions in the infrastructure and affect launch operations, critical systems, hardware, and processing facilities.
- C. KSC and CCAFS may be called upon to provide assistance to the local community during natural disasters.
- D. Non-essential employees will be evacuated off KSC, CCAFS, and Florida Annexes as hurricanes approach the Brevard County area.
- E. Unusual or serious incidents or events involving hostile intelligence agents, demonstrators, criminals, or other special interest groups could possibly pose a threat to installation resources. KSC personnel refer to [NPG 1600.2](#) and CCAFS personnel refer to Eastern Range Installation Security Plan for Force Protection Condition information.
- F. Large-scale evacuations such as the evacuation of KSC or CCAFS are policy decisions made only with the concurrence and direction of the Center Director and the 45 SW Commander.

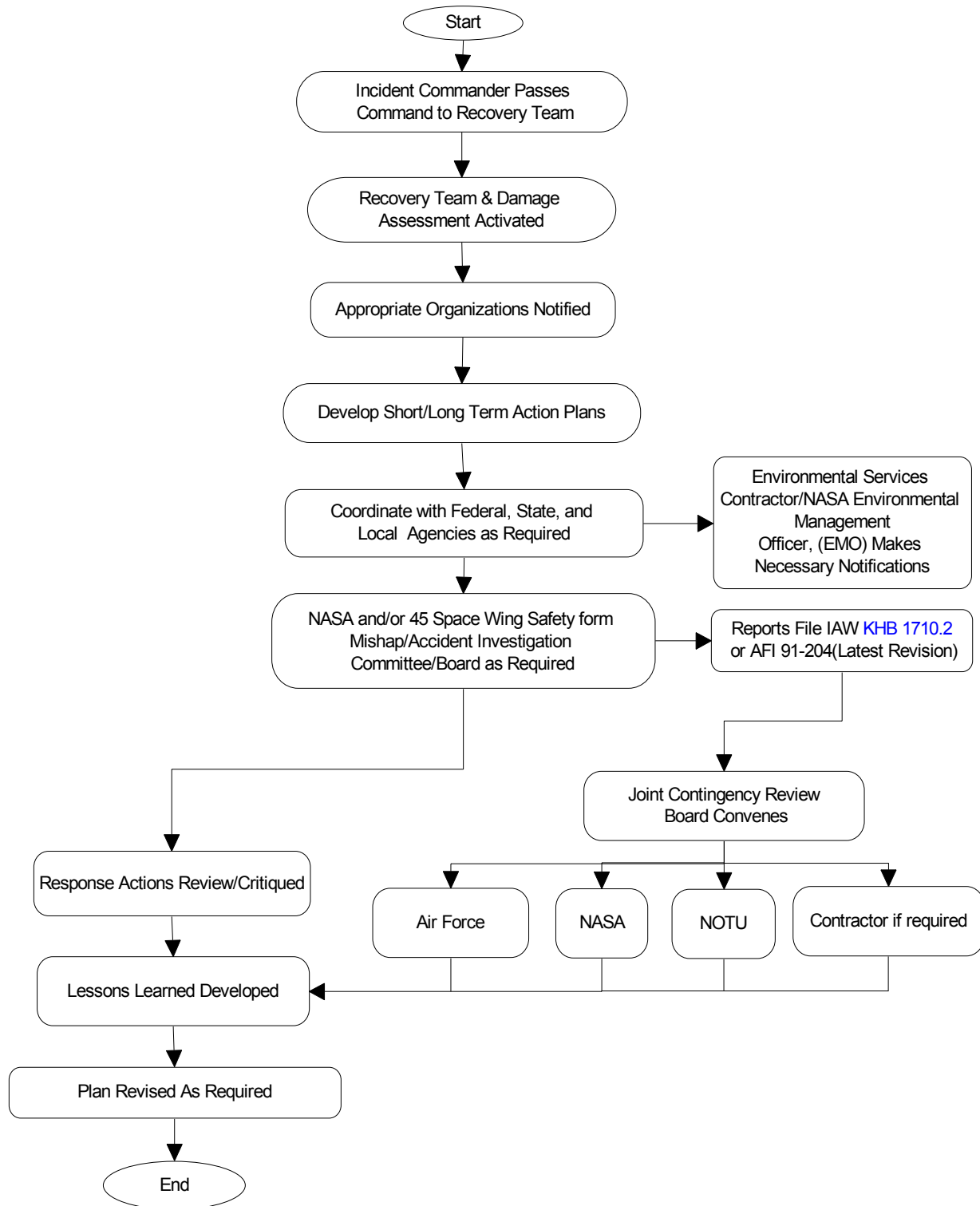
## 3. **Mission.**

To mitigate the effects of known threats, prepare viable plans and procedures to save lives and protect high value resources, to respond with capable emergency response forces during emergencies, (see emergency response phase Diagram I, page 11) and to coordinate an effective recovery system to return to normal operations after natural and technological emergencies and disasters (see emergency recovery phase Diagram II, page 12).

## EMERGENCY RESPONSE PHASE PROCESS



## EMERGENCY RECOVERY PHASE PROCESS



#### 4. Concept of Operations.

##### A. General

- (1) Because of their close proximity and mission, both CCAFS and KSC share the same possible hazards and threats. The highest probability of mission impact emergencies include hurricanes, severe thunderstorms, hazardous material (HAZMAT) releases, fires, flooding, and, to a lesser extent, aircraft crashes and launch vehicle mishaps. Terrorism and workplace violence episodes must also be considered. Any single event or combination of uncontrolled emergencies can slow or stop operations, increase costs and produce negative media attention.
- (2) Emergency preparedness exercises and drills will concentrate on high threat emergencies such as HAZMAT releases, aircraft accidents, hurricane operations, other environmental emergencies, large scale fires, flight hardware emergencies during processing and transportation of explosives and toxic commodities. Detailed scenarios will test emergency response plans, procedures, and training programs. Exercises will include full-scale response involving numerous agencies, tabletop, and small drills. Exercise objectives will center on known or suspected weaknesses, with written reports sent to management officials detailing events, conclusions, and recommendations.
- (3) Full coordination of all program aspects will be accomplished with HQ NASA, DOD, USAF, all NASA and Air Force Tenant Organizations, Federal Emergency Management Agency (FEMA), Environmental Protection Agency (EPA), U.S. Occupational Safety & Health Administration (OSHA), State of Florida Department of Emergency Management, Local Emergency Planning Committee (LEPC), Brevard County Emergency Management, Canaveral Port Authority, and U. S. Coast Guard (USCG) authorities. Activities will also include joint exercises and drills, training, planning, and emergency response operations.
- (4) Launch operations support will include a pre-positioned, on site, emergency launch response force to safe complexes, or to respond to a launch emergency. Forces include but are not limited to Emergency Preparedness, Fire, EMS, Security, Safety, Environmental Health, and Explosive Ordnance personnel. In addition, the Emergency Operations Center (EOC) at KSC or CCAFS may be activated to support any launch emergency.
- (5) Personnel required to support the CCEMP include NASA, Air Force, Navy, Government contractors, and civilians. Management officials, supervisors, and leads will ensure their employees are familiar with the CCEMP and know supporting roles and responsibilities.

- (6) The Incident Commander will normally make implementation of the CCEMP during technological emergencies, however, on CCAFS the AF OSC may declare implementation. For natural disasters, the NASA Center Director and/or the 45 SW Commander will begin implementation. Implementation will be considered when the emergency is likely to be beyond the mitigation and response capability of responding forces or likely to affect the population outside the confines of KSC and CCAFS.

B. Emergency Response Policy: During any emergency operation, certain functions must be assigned and carried out to make the management of the emergency a success. The appropriate lead functions, both Government and Contractor will ensure that the actions listed in each Joint Documented Procedure (JDP) are planned for and that available resources during an emergency are available.

C. Incident Management System (IMS).

- (1) The IMS is an organized structure, which provides coordination and direction during emergencies. The Incident Commander (IC) is responsible for front-line management of the incident, for tactical planning and execution, for determining whether internal and external assistance is needed, and for relaying requests for all support through either the 911 Center, or Emergency Operations Center (EOC). Normally, the IC is the Senior Fire Official (SFO) on scene, but it may also be the Senior Security Officer depending upon the emergency. The Incident Management System process is contained in Diagram III on page 16.

**Note: Command of an incident may vary on CCAFS, see paragraph (2) below.**

- (2) Contingency Support Staff: On CCAFS the Fire Chief is the Incident Commander (IC). If the Fire Chief determines that it is necessary to implement the CCEMP the Contingency Support Staff (CSS) will be activated, and report to a location as directed by Emergency Preparedness. On CCAFS, regardless of the emergency, the CCAFS/CC and 45 SW Command Post will be notified of the incident. Once the 45 SW Command Post is notified, the Command Post will notify the appropriate AF Officials or agencies they deem necessary. The AF On-Scene Commander, trained and certified IAW 45SW 32-4001, (The Launch Disaster Control Group (LDCG) Training and Certification Program) may take command of the situation. During major emergencies and launch operations requiring multiple agency response at CCAFS, the AF On-Scene Commander and LDCG Commander exercises overall management and control of the emergency. Site management will remain under the direction and control of the senior Fire Official (IC) on scene. Command of the scene after the emergency is terminated will then be transferred to the AF Accident Investigation Board, if convened. The Composition of the CSS (formerly Disaster Control Group, DCG) will be as follows:

(a) Initial Response Force: (KSC/CCAFS)

- Fire/EMS
- Security
- EHS (if required)

(b) Follow-on Forces: (KSC/CCAFS)

- Emergency Preparedness
- Facility Support
- Environmental
- Liquid Propellants
- Photographic and Video Support
- Safety (The appropriate NASA, AF, or Contractor Safety Office will be notified to respond.)

(c) Supporting Forces for CCAFS only: (as required by emergency):

- ESC Environmental
- 45 Space Wing Operations Center/Command Post (WOC/CP)
- 45 SW/SE (Safety)
- 45 SVS/SVMXM (Mortuary Affairs)
- 45 CES/CED (EOD)
- 45 SW/PA (Public Affairs)
- 45 CES (Civil Engineer)
- 45 SW/HC (Chaplain)
- 45 MDG (Medical Group)
- 45 SW/CONS (Contracting)
- 45 SW/JA (Judge Advocate)
- NOTU (Command Duty Officer)

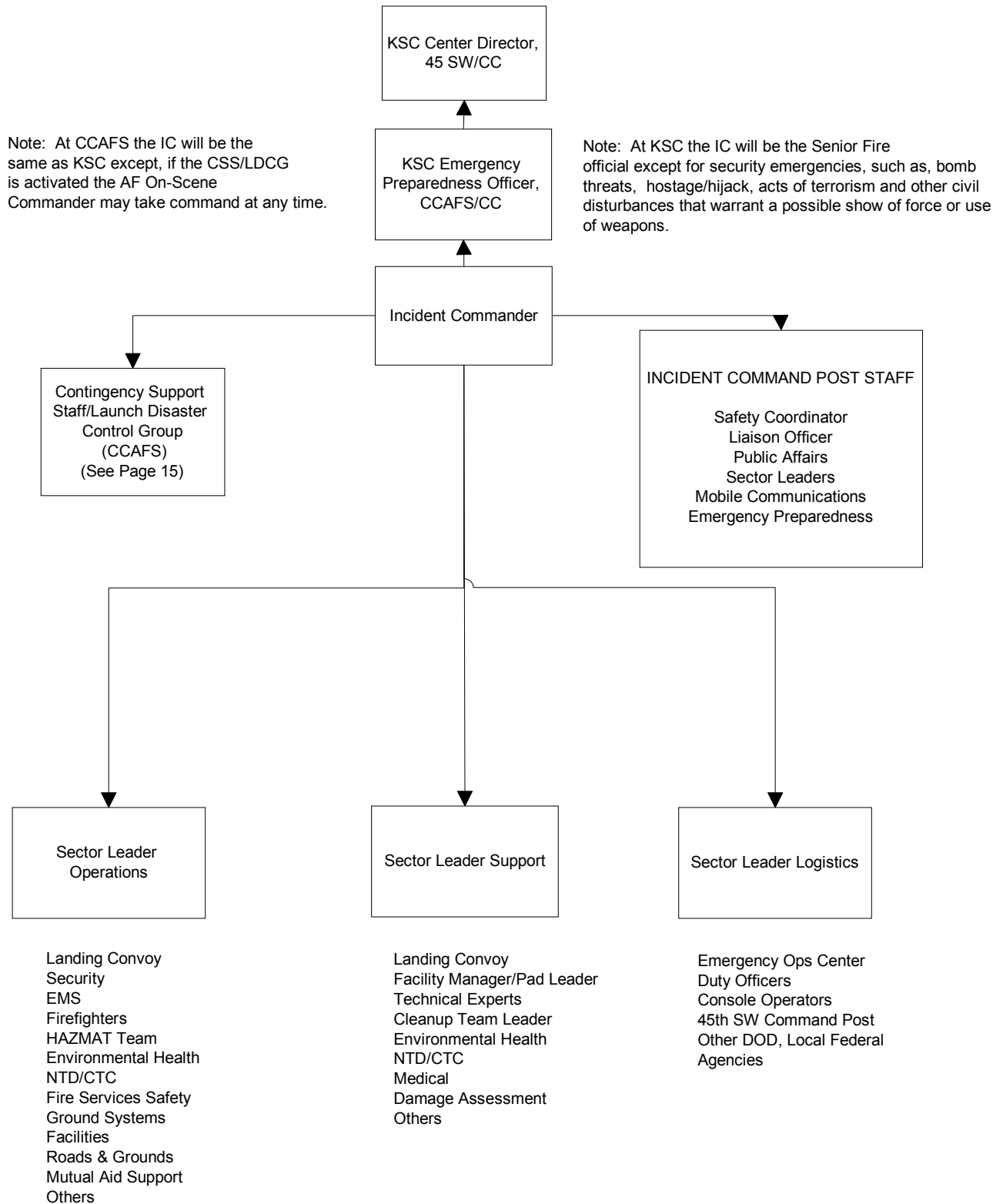
(3) During STS launch and hazardous operations at LC 39 Area, the NASA Test Director (NTD) or Chief Test Conductor (CTC) exercises management and control of emergency response operations until the arrival of the Incident Commander. Once the Incident Commander arrives and establishes command of emergency operations and response, the NTD/CTC will then continue to coordinate with and provide information and support to the Incident Commander.

(4) The IC has the capability and authority to: (Includes CCAFS On-Scene Commander)

- a. Assume command and control of emergency operations/response
- b. Assess the situation
- c. Implement CCEMP
- d. Determine response strategies
- e. Activate resources
- f. Order an evacuation of the effected areas
- g. Oversee all incident response activities
- h. Declare termination of the incident



## INCIDENT MANAGEMENT SYSTEM



Note: Sub-Section Leaders may be developed by the Incident Commander in support of the Incident Management System.

D. Emergency Operations Center (EOC).

The KSC/CCAFS EOC serves as a centralized management and support center for emergency operations. It is activated at the discretion of the IC, Manager, Emergency Preparedness, NASA Emergency Preparedness Officer, and as directed herein. The EOC serves as a clearinghouse for information collection and coordination of response and recovery resources. A Contingency Support Staff Team (CSS) is a team of varied agencies called to the EOC to coordinate resources requested by the IC. Once activated, the EOC:

- (1) Coordinates resources necessary to support the IC.
- (2) Provide status reporting and update to KSC/CCAFS management authorities.
- (3) Notifies and reports to outside authorities as required.

E. Hurricane Procedures.

- (1) Prior to a hurricane threat the KSC Hurricane Executive Management Team (EMT) chaired by the KSC Director will be established. Both the EMT and the 45<sup>th</sup> SW Battle Staff chaired by the 45<sup>th</sup> SW Commander have the authority to change or modify Joint Documented Procedures (JDP's) as the situation dictates. There are no absolutes in emergency management. Procedures outlined in [JDP-KSC-P-3006, Hurricane Preparation and Recovery](#) are a guide to managing the preparation, response, and recovery action in a hurricane. For tropical/severe storm weather preparations, (when winds are not expected to exceed hurricane force, but are determined a threat), the KSC EMT and 45 SW Battle Staff will meet and determine if JDP-KSC-P-3005, Adverse Weather should be implemented.
- (2) The KSC Director and the 45<sup>th</sup> Space Wing Commander will jointly establish the hurricane condition (HURCON) applicable to KSC/CCAFS and the Florida Annexes.
- (3) Once a HURCON has been declared, the EOC will be activated and will effect appropriate announcements and notifications. Announcements restricting telephone calls will also be made concurrently with the establishment of any HURCON to prevent an overflow of outgoing calls. The HURCON announcement will be preceded with a call to the dynamic telephone system operator before making HURCON announcements.

F. Continuity of Government.

(1) Line of Succession

- (a) On KSC, the normal order of succession to the Center Director will be: the KSC Deputy Director, the Associate Director, the Director of Space Shuttle Processing, the Director of International Space Station and Payload Processing, and the Manager of ELV and Payload Carriers Programs.
- (b) On CCAFS the line of succession to the 45th Space Wing Commander will be determined in accordance with AFI 51-604. By operation of law, command passes to the senior military officer assigned to an organization who is present for duty and eligible to command. An officer assigned to a subordinate organization is also assigned to all superior organizations of which the subordinate is a component.

## (2) Preservation of Records

Vital records must be protected to provide normal operations following a disaster. Vital records consist of both written documents and electronic data files. These include documents, reflecting parties' rights and interests such as contract, property, personnel and payroll records and those other records essential to operations and/or the restoration thereof. The principal causes of damage to records are fire and water; therefore essential records should be protected accordingly. Each organization is responsible for developing suitable written plans or procedures to ensure records are afforded an appropriate level of protection against loss or destruction, commensurate with their importance and the directed records management requirements.

## 5. LOGISTICS AND ADMINISTRATION

- A. Logistics. All organizations supporting or tasked in the CCEMP will predetermine logistical requirements to support the CCEMP. During emergencies, all NASA and CCAFS resources may be called upon to prepare, sustain, or recover from large-scale emergencies. When directed by proper authority, contractor personnel and equipment used to respond to identified emergencies are considered used in performance of the contract. Proper authority includes, as applicable, the cognizant contracting officer for tasks otherwise outside the requirements of an existing contract and, for actions within the scope of an existing contract, the designated contract manager or other contracting officer's representative in accordance with the terms of their respective delegations.
- B. Administration. Agencies and Contractors supporting emergency actions will ensure that their assigned personnel are trained and certified as required to comply with applicable guidelines and requirements, including, without limitation, those issued by EPA, NRC, and OSHA. Employee education is accomplished, in part through the use of handouts and the monthly Emergency Preparedness Bulletin. Managers and supervisors are required to ensure employees receive or are briefed on the Bulletin. The Bulletin can also be accessed electronically.

## 6. GLOSSARY OF TERMS.

Chief Test Conductor: The CTC staffs a console in the Launch Control Center and monitors all activities in the Launch Complex 39 (LC-39) area. The CTC is the SFOC representative on duty 24-hours a day, 7 days a week, who is charged with protection of Shuttle Orbiters and associated hardware and facilities. The CTC coordinates emergency responses associated with its operations and notifies the Joint Communications Control Center (JCCC) to obtain emergency response forces in the LC-39 area. Once the Fire Chief/Incident Commander arrives and establishes Incident Command, the CTC will then continue to coordinate with and provide information and support to the Incident Commander.

Control: The procedures, techniques, and methods used in the mitigation of a hazardous material incident including containment, extinguishment and confinement.

Contingency Plan: A developed document identifying and cataloging all elements required to respond to an emergency, defining responsibilities and specific tasks, and serving as a response guide.

Contingency Support Staff (CSS): Provides functional expertise and coordinates operations and support requirements with the Incident Commander, and the EOC when activated. (Note: The CSS has the same function and duties as the previous CCAFS Disaster Control Group.)

Disaster/Emergency: The occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including without limitation, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, ionizing/non-ionizing radiation, epidemic, air contamination, blight, drought, infestation, explosion, other accident scenarios involving launch and landing operations and aborts thereof, riot, hostile military or paramilitary action, and other public calamity requiring emergency action.

Emergency Management Elements:

1. Mitigation: Deals with any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.
2. Preparedness: Includes developing plans for what to do, where to go, or who to call for help before an event occurs.
3. Response: Personnel who are involved in responding to and controlling an emergency.
4. Recovery: Includes actions taken to return to normal operations following an emergency.

Emergency Preparedness Planning Committee, (EPPC) A group of individuals who brings a distinct area of expertise or area of concern to emergency preparedness situations or emphasis in order to use an consistent integrated approach to prepare for natural and technological emergencies at KSC. The EPPC is responsible for reviewing current emergency preparedness procedures and establishing policy in all phases of emergency management for natural and technological hazards. The NASA KSC Emergency Preparedness Officer is the chair of the EPPC. JBOSC Emergency Preparedness is secretariat. Membership will include the emergency response organizations, a representative from the three major contractors, Environmental, Environmental Health, NASA Safety, NASA Legal, Shuttle Operations, Space Station, and Payload Carriers.

Executive Management Team: This team is chaired by the Center Director and is usually formed to make all executive decisions during hurricane operations.

Incident Management System: A multi-layered command and control system used by the Incident Commander to manage emergency response.

Joint Communications Control Center (JCCC): This control center is located at the KSC Launch Control Center (LCC), Building K6-900, room 1P10. This area receives all emergency calls (911) on KSC/CCAFS and dispatches/notifies emergency responders according to Standard Operating Procedures. Note: This was formally known as Protective Services Control Center (PSCC) on KSC and Central Security Control (CSC) on CCAFS.

Major Disaster: Any natural catastrophe (including without limitation, hurricane, tornado, storm, flood, high water, wind driven water, tidal water, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought) or regardless of cause, any fire, flood, or explosion, in any part of the United States or its territories which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant assistance under [Title 42, United States Code, Sections 5121-5204](#), to supplement the efforts and available resources of States, local Governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mutual Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of disasters too great to be dealt with unassisted.

NASA Emergency Preparedness Officer: Government individual responsible for Emergency Preparedness on KSC.

NASA Test Director (NTD): The NTD staffs a console in the Launch Control Center and monitors activities in the Launch Complex 39 (LC-39) area. The NTD is the NASA representative on duty for Shuttle Operations. The NTD coordinates and notifies emergency response forces in the LC-39 area during specific NASA managed operations. Once the Fire Chief/Incident Commander arrives and establishes Incident Command, the NTD will then continue to coordinate with and provide information and support to the Incident Commander.

Natural Disaster: Normally an act of nature, such as a flood, hurricane, etc.

Presidential Emergency Declaration: A determination by the President, that Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Presidential Major Disaster Declaration: A determination by President, that a major disaster has caused damage of sufficient severity and magnitude to warrant Federal assistance under Title 42, United States Code, Sections 5121-5204, to supplement recovery efforts and available resources of State and local Governments and other relief organizations.

Spill: The accidental or unintentional release of material.

Technological Disaster: A disaster resulting from technical operations and/or manmade technologies.

Termination: That portion of Incident Management, following termination of immediate emergency response actions in which personnel are involved in documenting safety procedures, site operations, hazards faced, and lessons learned from the incident. Termination is divided into three phases: debriefing the incident, post incident analysis, and critiquing the incident.

Vulnerability (or Risk): The degree to which people, property, the environment or social and economic activity -- in short, all elements-at-risk -- are susceptible to injury, damage, disruption, or loss of life.

## JOINT DOCUMENTED PROCEDURES (JDPs) LISTING

Joint Documented Procedures (JDPs) contain the procedural or how-to-do parts of the CCEMP. These are separated from the policy portion of the CCEMP and are located at KSC Business World.

JDP-KSC-P-3001 - Warning, Alerting, and Evacuation	JDP-KSC-P-3009 - Aircraft Emergencies
JDP-KSC-P-3002- Direction, Control, and Communications -EOC Activation Levels	JDP-KSC-P-3010 – Recovery
JDP-KSC-P-3003- Fire Response – Wildfires	JDP-KSC-P-3011 – Radiological Emergency
JDP-3004 – Launch Accidents - Toxic Plume Protection	JDP-KSC-P-3012 – Loss of Utilities - Loss of Utilities (KSC) - Loss of Utilities (CCAFS)
JDP-KSC-P-3005 – Adverse Weather	JDP-KSC-P-3013 – Weapons of Mass Destruction
JDP-KSC-P-3006 – Hurricane Preparation and Recovery - General Preparatory Actions - HURCON IV - HURCON III - HURCON II - HURCON I - Recovery - Recovery Team - Composition of Recovery Team - Ride-out/Shelter Procedures - Recovery Team HURCON Checklist - Generator Plan - Sandbag Plan - Vehicle Parking Plan - Antenna Take-down Plan	JDP-KSC-P-3014 – Generic Emergency Procedures Document
JDP-KSC-P-3007 – Damage Assessment	JDP-KSC-P-3015 – Emergency Support to Local Government
JDP-KSC-P-3008 – Hazardous Materials Response - Oil Spill Response - Training Requirements	JDP-KSC-P-3016 - Mass Casualty Response